

Setting up a mailbox on an iPhone or iPad

How do I set up a POP3 or IMAP mailbox on an iPhone or iPad?

This article covers how to set up a POP3 or IMAP mailbox on an iPhone or iPad. As they require different configurations, we have alternative guides for [Professional](#) and [Exchange](#) mailboxes.

Each version of Apple's iOS may vary slightly, but this guide will show you how to configure your mailbox using an iOS 10 device.

Difficulty

- Beginner

How long will it take me?

- Around 5 minutes

What will I need?

- A hosting package. [How can I add a hosting package to my domain name?](#)
- A Mailbox. [How can I create a mailbox?](#)
- Your mailbox username and password. [Where can I find these details?](#)
- iOS 10

Video guides

- [Setting up your mailbox on your iPhone or iPad.](#)

Access your mailbox settings

Step 1

Tap the **Settings** icon.

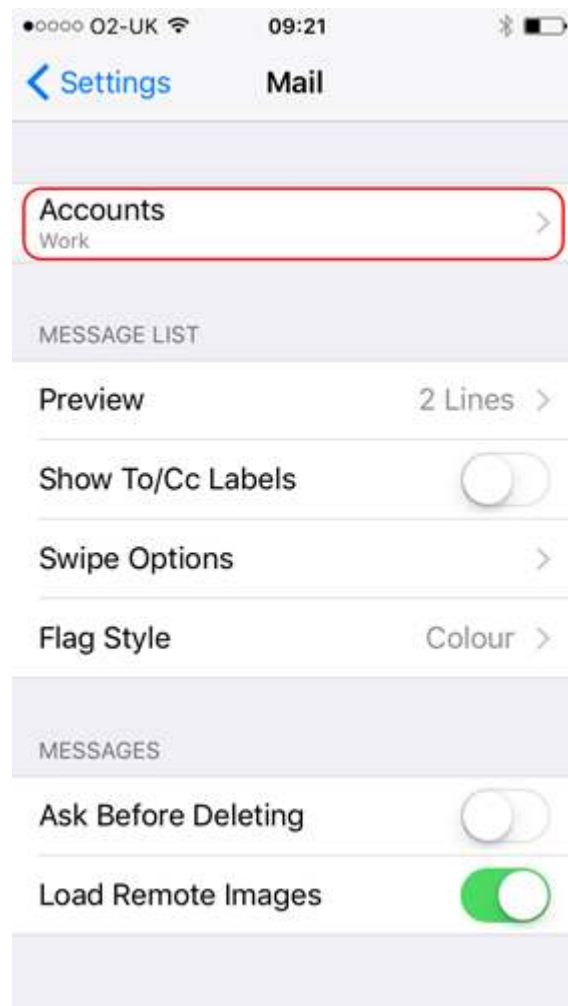
Step 2

Scroll down and press **Mail**.



Step 3

Press **Accounts**.



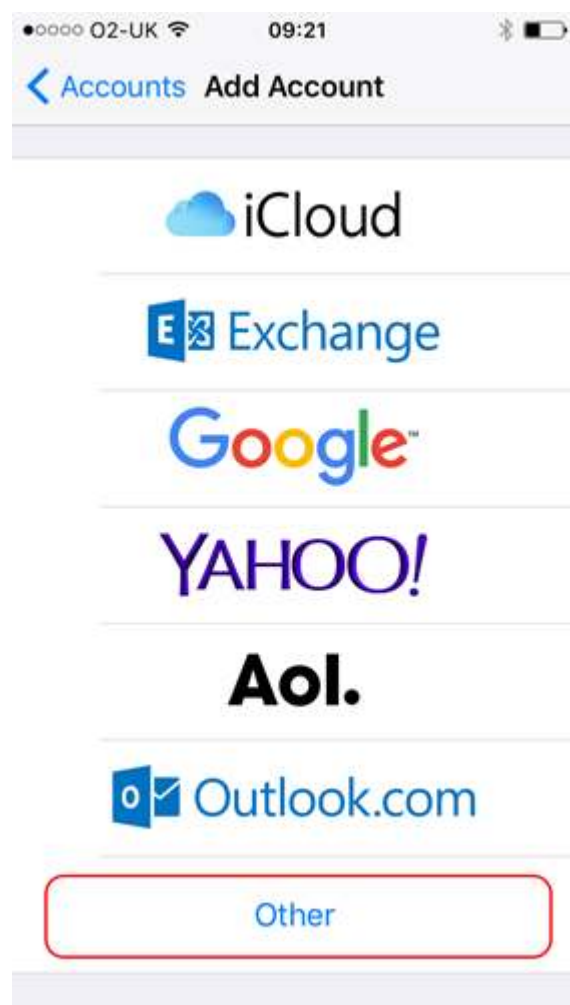
Step 4

Press **Add Account**.



Step 5

Press **Other**.



Step 6

Press **Add Mail Account**.



Step 7

Enter the following information and press **Next**:

- **Name:** Enter your name. People will see this when you send them an email from your device.
- **Email:** Enter the full email address you are setting up. For example *ralph@ralphsdomainname.com*.
- **Password:** Enter your mailbox password.
- **Description:** Enter an optional description to help you identify this mailbox.



The screenshot shows an iPhone interface for creating a new email account. At the top, the status bar displays '02-UK', '09:37', and battery level. Below the status bar are three buttons: 'Cancel', 'New Account', and 'Next' (which is circled in red). The main form has four fields: 'Name' with the value 'Ralph Smith', 'Email' with the value 'admin@ralphsdomainname....', 'Password' with ten black dots, and 'Description' with the value 'Admin Mailbox'. At the bottom, a keyboard is visible with the text 'Mailbox' entered in the description field.

Step 8

When using a mobile device, we recommend using **IMAP**. This will give you greater flexibility sharing information between your various devices. You should now be able to enter your various email server settings, and the screen will look similar to this:

Cancel **New Account** Next

IMAP POP

Name Ralph Smith

Email admin@ralphsdomainname....

Description Admin Mailbox

INCOMING MAIL SERVER

Host Name mail.example.com

Username Required

Password ●●●●●●●●

OUTGOING MAIL SERVER

Incoming mail server

Lets now enter the *INCOMING MAIL SERVER* settings. These settings control your ability to receive email on your device.

- Change your **Host Name** to *mail.livemail.co.uk*.
- Enter the email address, e.g. *ralph@ralphsdomainname.com*, for the **Username**.
- Enter the **Password** will be the same you entered earlier.

Cancel **New Account** Next

INCOMING MAIL SERVER

Host Name mail.livemail.co.uk

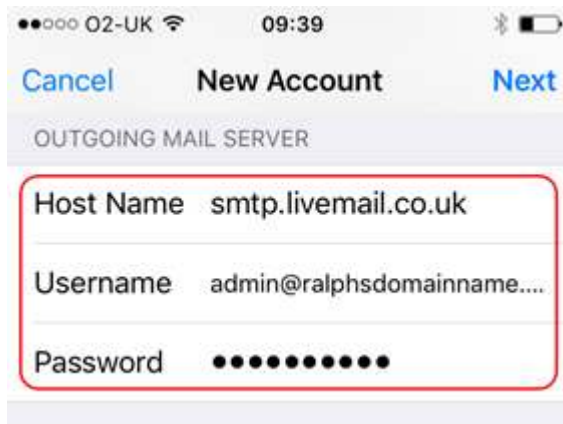
Username admin@ralphsdomainname....

Password ●●●●●●●●

Outgoing mail server

Lets now enter the *OUTGOING MAIL SERVER* settings. These settings control your ability to send email from your device.

- Enter *smtp.livemail.co.uk* as your **Host Name**.
- Enter the email address, e.g. *ralph@ralphsdomainname.com*, for the **Username**.
- Enter the **Password**.



02-UK 09:39

Cancel New Account Next

OUTGOING MAIL SERVER

Host Name smtp.livemail.co.uk

Username admin@ralphsdomainname....

Password ●●●●●●●●

and finally...

Press **Next**

Your device will then **Verify** the settings. This can take a couple of minutes.



Once everything has been verified, press the **Save** button to save your new account.